



# Master of Arts in Counseling

## Course Syllabus

### Course Information

COUN528 – PRACTICUM SECTION A,B & C  
Spring 2018  
3 Semester Hours

### Location/Date/Time

Room: TBA  
Thursday, 12:15-2:15

### INSTRUCTOR'S INFORMATION:

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### COURSE DESCRIPTION:

The practicum experience is designed to give beginning students in counseling the opportunity to put into practice the skills and knowledge they are developing throughout their counseling program. Students will meet weekly to review cases, discuss areas of growth and present theory, intervention and technique questions.

### COURSE GOALS AND OBJECTIVES:

*Addressing the following CACREP 2016 Professional Counseling Identity & Clinical Mental Health Standards*

1. Students will further develop their ability to apply various counseling theories in clinical practice (CACREP 2016 2.F.5.a).
2. Students will strengthen their interviewing, intervention, diagnostic and counseling skills (including intake interview, mental status evaluation, biopsychosocial history, mental health history and psychological assessment) for treatment planning and caseload management for a broad range of mental health issues (CACREP 2016 2.F.5.a; 5.C.2.d, 5. C.3. a., b.)
3. Students will demonstrate competence in case conceptualization and treatment planning (CACREP 2016 2.F.5.b., h., i.)
4. Students will demonstrate an understanding of critical legal and ethical issues relevant to clinical practice (CACREP 2016 2.F.1.i.)
5. Students will practice strategies to promote client understanding of and access to a variety of community-based resources (CACREP 2016 2.F.5.k.)
6. Students will practice using and applying crisis intervention skills and techniques and learn suicide models and strategies (CACREP 2016 5.C.3.b.; 2. F.5.j.,1.)
7. Students will show an understanding of issues of diversity and how these issues impact service provision and clinical intervention (CACREP 2016 2.F.2.d., f., g; C.2.j.)
8. Students will learn strategies for interfacing with integrated behavioral health care professionals (CACREP 2016 2. F.2.d., f., g; 5.C.3.d.)
9. Students will participate in a small consultation group led by internship students and related to the experience, practice and provision of clinical work, for 10 clock hours. (CACREP 2. F.6.h.)
10. Each student is **required** to lead or co-lead a **counseling or psycho-educational group** during practicum or internship. (CACREP 3. E.)

**PREREQUISITES:**

COUN 507 PIFE and other beginning level Master of Arts in Counseling course work.

**CO-REQUISITES:**

COUN 518 Integrated Counseling Process

**Practicum Professional Practice Requirements*****Addressing the following CACREP 2016 Professional Practice standards***

*(Refer to Student Handbook on line for all forms)*

- 1) No practicum may begin without the **prerequisites** being completed. All documentation (Agency Placement Form, Contract Letter, and Liability Insurance) is to be submitted to the Clinical Training Coordinator who will prepare the **Professional Practice Folder (PPF)** prior to the start of practicum. Students are to **keep copies for personal records.** (CACREP 3. R.)
- 2) The **student must carry insurance at all times and keep a current copy of the Professional Liability certificate to the Professional Practice Folder.** No counseling is permitted without an up to date record of this insurance. ***Clinical training will be stopped without the form on file.*** Mark the insurance renewal date in your calendar so you will send it in within sufficient time. (CACREP 3. A.)
- 3) A working knowledge of the Student Handbook is required. Pay close attention to the Counselor Assessment Scale in your self-evaluative moments. This form should be utilized as a significant tool with your Individual Site Supervisor. **The Counselor Assessment Scale is due from your Individual Site Supervisor (see course schedule for date).** (CACREP 3. C.)
- 4) At the end of the semester, a self-evaluation and other evaluations will be written and submitted to your PPF. You are encouraged to share the self-evaluation with your Individual Site Supervisor. (CACREP 3. C.)
- 5) You will complete an evaluation of each of your supervisors using the forms provided in your handbook. These should be submitted directly to the Clinical Training Coordinator. (CACREP 3. C.)
- 6) A copy of your Hours Tracking Forms should be submitted to your PPF at the end of the semester. Those forms and the Hours Summary Form must be approved and signed by your Individual Site Supervisor and must be submitted to the PPF before a grade is given for the course. The final record needs to be: the original, in ink, legible and showing all your work for the entire 100 (minimum) hours; 40 direct hours. (CACREP 3.F., G.)
- 7) ***ALL students are responsible for overseeing the checklist in their PPF and keeping their PPF updated at all times. Faculty Group Supervisors may audit a PPF at any time to assess completed forms. All forms are to be completed at the end of the semester in order to receive a grade.***

Contact with the student's Faculty Group Supervisor outside the designated group session is encouraged, as this supervisor supports and nurtures skill development and personal and professional development. The Faculty Group Supervisor will be in contact with student's practicum site supervisor and be available for contact by the Individual Site Supervisor, monitoring the clinical training of the student.

**Course Requirements**

Practicum is an opportunity for students to apply their emerging counselor skills. In order to receive a passing grade:

- A. Each student is required to maintain the appropriate forms in their **Professional Practice Folders**. The student will submit weekly supervision logs that are signed by the site supervisor. Folders will be brought to each supervision session in order for students to file the necessary forms.
- B. Each student will review, cue, and present **two** client recordings during the semester – at least one before the *mid-semester recess and one after mid-semester*. For each clip presented, you are required to complete a background form to bring to class (CACREP 3. B.) Recordings presented will show:
- A segment that demonstrates a technique, intervention, or interaction that you feel you did well.
  - A tape segment that demonstrates an area for improvement.
- C. **Applied Suicide Intervention Skills Training (ASIST)** – As part of the practicum experience each student will be required to attend the ASIST training in February at **EMU**. This training takes place over two full days. Students will need to inform their practicum site supervisors that they will not be able to be at the practicum site on these days (CACREP 2016 5.C.3.b.; 2. F.5.j.,1.)
- D. Each student is required to lead or co-lead a **counseling or psycho-educational group**. (CACREP 3. E. – **can be met in practicum or internship**).
- E. **Group Consultation Experience.** Practicum students will be placed in a consultation group led by two internship students for ten one-hour sessions. This group provides a platform for discussing cases, practicum experiences and requirements. Groups will meet on Wednesdays, times to be established by the group. Students are asked to come to each meeting with a case to discuss. Students are also asked to write a consultation note, which should be placed in the PPF. The ten hours of participation in this group should be recorded as indirect time in the consultation hours section of your weekly log and your hours tracking form. This assignment provides practicum students with an opportunity to fulfill the CACREP-required ten hours of group time. (CACREP 2. F.6.h.)
- F. To support the Admission to Internship process each student will receive evaluative feedback from the site supervisor via the **Counselor Assessment Scale** at the midpoint of the semester. *Following review of the scale, each student will write and submit a 2-3 page letter to faculty that reflects her/his growth throughout the program, includes a growth plan for internship and a self-care plan and articulates readiness to move forward* (CACREP 3. C.).
- G. Students, as a group or individually, will be provided with an opportunity to enhance their professional training through assignment of suggested / REQUIRED supplemental materials.

## PROFESSIONAL EXPECTATIONS

### Technology

- Cell phones are to be turned off during class time.
- Students using laptop computers for note taking are asked to refrain from surfing the net and/or managing email during class time. When the class is engaged in interactive conversation (e.g. large or small group discussion) laptop computers should be closed so as to remove the relational barrier they create.

### Participation & Attendance

Each student is expected to **present cases and engage fully in** the group supervision **process**. Attendance is mandatory. This is a process-oriented class and material presented cannot be made up. If you are sick or if an emergency arises which impacts your attendance, please contact me immediately so we

can make arrangements for your absence. Attendance will be taken in each class session.

### **MAC Attendance Policy for Practicum/Internship Courses**

Please note the following department policy for all counseling courses with respect to attendance:

1. Every student is provided one free absence. That means you can miss a class during the semester without penalty to your grade. PLEASE USE IT WITH DISCRETION. You are responsible for contacting a peer in the class to receive handouts and/or other information provided in your absence.
2. **If a second class is missed the student must:** submit 1 CE for every hour missed. One class = 3 CE's. CE's include clinical professional development trainings
3. A third missed class results in failing the class.
4. It is the student's responsibility to come to class on time and to leave class at the designated time; being late and/or leaving early is disruptive to the class.
5. Excessive lateness will significantly impact your participation and attendance grade. It can be disruptive to the culture of learning. It is also a behavior we monitor in the program as it will not be tolerated in most working environments. If a student is repeatedly late, walking into class after the start time (more than once), this will be the equivalent of one absence. If you have a concern about being late for class, please contact the instructor.
6. Leaving early is equivalent to an absence. Please don't ask faculty members to make judgment calls for leaving early.
7. **If a student is experiencing what he or she believes to be an extenuating circumstance that would justify receiving an exception to the above policies, that student should compose a one-page document explaining those circumstances. The situation will be reviewed by the entire faculty and a decision rendered as to whether there will be a grade policy exception.**

### **Teaching Strategies**

#### **Role Play**

It's likely that you may not have clients at the outset of this class, therefore, we will use class time to role play session procedure/process and/or client issues – we will focus on what will be most helpful to you as a group.

#### **Peer Feedback**

Students will be asked to give feedback on client sessions, case conceptualization and therapeutic intervention.

#### **Syllabus Disclaimer:**

This syllabus is not a contract. The instructor reserves the right to alter the course requirements, schedule, and/or assignments based on new materials, class discussions, or other legitimate objectives. Students will be given notice of relevant changes in class or via e-mail.

## SCHEDULE AND TOPICS:

### Course Schedule

Date	Subject	Assignments Due
January 18	Supervision: Introduction, Review of Syllabus, Folders and Forms, Discussion of Goals, Group Guidelines and Process – Meet together	
January 25	Supervision – Case Review or Role Play	
February 1	Supervision – Case Review or Role Play	
February 8	Supervision – Case Review	
February 15	Supervision – Case Review	
February 22 & 23	<b>ASIST Training</b>	
March 1	Supervision – Case Review	Clip Review due
March 8	NO CLASS – SPRING BREAK	
March 15	Supervision – Case Review	<i>Letter of Readiness</i> Counselor Assessment Scale
March 22	Supervision – Case Review	
March 29	Supervision – Case Review	
April 5	Supervision – Case Review	Full Session Review
April 12	Supervision – Case Review	
April 19	Supervision – Case Review	
April 26	Supervision – Case Review	Hours Tracking, Hours Summary, Faculty Group Evaluation, Individual site Supervisor Evaluation, Practicum Final Evaluation
May 3	Final Supervision	Hours Tracking, Hours Summary, Faculty Group Evaluation, Individual site Supervisor Evaluation, Practicum Final Evaluation

Please Note: The above schedule and procedures for this course are subject to change in the event of extenuating circumstances.

### GRADING CRITERIA AND OTHER POLICIES:

The design of this course is to support you and your colleagues in your clinical and professional development. Your work will require commitment and openness to the process. You will find yourself called to be as active with others' clinical work as with your own. You will earn a satisfactory grade with this kind of professional involvement.

- **Evaluation**

The design of this course is to support you and your colleagues in your clinical and professional development. Your work will require commitment and openness to the process. You will find yourself called to be as active with others' clinical work as with your own. You will earn a passing grade with this kind of professional involvement.

- **Writing Guidelines:**

Writing will be a factor in evaluation: EMU has adopted a set of writing guidelines for graduate programs that include four sets of criteria: content, structure, conventions and style (see below). It is expected that

graduates will be able to write at least a “good” level with 60% writing at an “excellent” level. All written work must conform to APA writing style standards.

- **Academic Integrity Policy (AIP):**

Good academic work must be based on honesty. The attempt of any student to present as his/her own work, that which he or she has not produced, is regarded by the faculty and administration as a serious offense. Students are considered to have cheated, for example, if they copy the work of another, or use unauthorized notes or aides during an examination or turn in their own paper or an assignment written, in whole or in part, by someone else. Students are guilty of plagiarism, intentionally or not, if they copy material from books, magazines, or other sources without identifying and acknowledging those sources or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in cheating or plagiarism on any assignment, quiz, or examination may receive a grade of F for the course involved and a report of this incident will be filed in the dean’s office. Repeated violations will invoke a disciplinary process.

- **Turnitin:**

Students are accountable for the integrity of the work they submit. Thus, you should be familiar with EMU’s Academic Integrity Policy (see above) in order to meet the academic expectations concerning appropriate documentation of sources. In addition, EMU is using Turnitin, a learning tool and plagiarism prevention system. For more information about or to watch a demo of Turnitin, please see: [http://turnitin.com/en\\_us/features/demos](http://turnitin.com/en_us/features/demos).

- **Moodle:**

Moodle is the online learning platform that EMU has chosen to provide to faculty, administrators and students. Students will have access to course information within Moodle for any class they are registered for in a given term. The amount of time a student has access to information before and after the class is somewhat dependent on the access given to students by the individual faculty member. However, please note that courses are not in Moodle permanently – after two years the class is no longer accessible. Please be sure to download resources from Moodle that you wish to have ongoing access to.

- **Academic Support Center**

If you have a physical, psychological, medical or learning disability that may impact your work in this course, it is your responsibility to contact Office of Academic Access on the third floor of the Hartzler library, 540-432-4233. They will work with you to establish eligibility and to coordinate reasonable accommodations. All information and documentation is treated confidentially. <http://emu.edu/academics/access/>

Please refer to the Student Handbook, which can be found at <http://www.emu.edu/studentlife/student-handbook/> for additional policies, information, and resources available to you.

- **Institutional Review Board:**

All research conducted by or on EMU faculty, staff or students must be reviewed by the Institutional Review Board to assure participant safety: <http://www.emu.edu/irb/>.

“The Federal Office of Human Research Protection defines research as follows:

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

The IRB requires all researchers submitting proposals to complete the online researcher training provided by NIH (the website requires the establishment of a no-cost account). This training covers basic concepts, principles, and issues related to the protection of research participants. When training is successfully completed, the researcher will receive a certificate. This certificate should be saved (as an image or pdf file) and kept on file – proof of training is required when submitting an IRB proposal."

- **Graduate Writing Center:**

Please take advantage of the free individual tutoring from graduate student tutors (see <http://www.emu.edu/writing-program/> for more information). To make an appointment, please access ASC Tutoring through the myEMU portal: <https://emu.mywconline.com/index.php>. See Academic Program Coordinator for more information about available services and tutoring times.

- **Course Extensions and Outstanding Grades:**

For fall and spring semesters, all coursework is due by the end of the semester. If a student will not be able to complete a course on time, the student must submit a request one week before the end of the semester for an extension (up to 6 months), by emailing the instructor, academic advisor and the Academic Program Coordinator. If the request is granted the student will receive an "I (incomplete) for the course which will later be replaced by a final grade when the work has been turned in on the agreed upon date. If the request for an extension is denied, the student will receive a grade for the work that has been completed up until the time the course was expected to have been completed. If no work has been submitted, the final grade will be an F (or W under unusual circumstances and with permission of the Program Director). Extensions will be given only for legitimate and unusual situations. Extensions are contracted by the student with the program for up to a maximum of 6 months after the deadline for the course work.

PLEASE NOTE: If the outstanding course work is received within the first 6 weeks of the extension, no grade reduction will be imposed; after 6 weeks any outstanding coursework will be reduced by ½ letter grade. If the extension deadline is not met, the student will receive a final grade based on the work completed.

- **Academic Program Policies:**

<http://emu.edu/graduate-and-professional-studies/graduate-student-handbook.pdf>  
<http://www.emu.edu/catalog/graduate/graduate-professional-policies.pdf>

- **Title IX:**

*The following policy applies to any incidents that occur (on or off campus) while you are a student registered at EMU. It does not apply if you are talking about incidents that happened prior your enrollment at EMU.* It is important for you to know that all faculty members are required to report known or alleged incidents of sexual violence (including sexual assault, domestic/relationship violence, stalking). That means that faculty cannot keep information about sexual violence confidential if you share that information with them. For example, if you inform a faculty member of an issue of sexual harassment, sexual assault, or discrimination he/she will keep the information as private as he/she can, but is required to bring it to the attention of the institution's Title IX Coordinator. If you would like to talk to this office directly, Marcy Engle, Title IX Coordinator, can be reached at [540-432-4148](tel:540-432-4148) or [marcy.engle@emu.edu](mailto:marcy.engle@emu.edu). Additionally, you can also report incidents or complaints through our online portal at <http://emu.edu/safecampus/>. You may report, confidentially, incidents of sexual violence if you speak to Counseling Services counselors, Campus Ministries' pastors, and Health Services personnel providing clinical care. These individuals, as well as the Title IX Coordinator can provide you with information on both internal and external support resources.